









## Nutrition Services FY 2016 Training Plan



Registration is required prior to attending any training listed below. To register for training, please access CNP 2000 or contact the Administrative Assistant at 404.657.1779. Dates and availability are subject to change.

### SFSP General Training

Training/Facilitator	Description	Audience	Dates/Month(s)
<b>SFSP Orientation and Program Training (2 days)</b>  <i>Nutrition Trainer – Face-to-Face</i>	Training covers program regulations, policies and updates relative to SFSP for new sponsors.  	New Sponsors	Mar 2-3, 2016 Mar 22-23, 2016 Apr 4-5, 2016 Apr 27-28, 2016 May 3-4, 2016
<b>SFSP Annual Renewal Training (1-day)</b>  <i>Nutrition Trainer – Face-to-Face</i>	Training covers program regulations, policies and updates relative to SFSP for experienced sponsors.  	Participating Sponsors	Jan 15, 2016 Jan 21, 2016 Jan 27, 2016 Feb 10, 2016 Mar 24, 2016
<b>How to Complete the Application in GA Atlas (1 day)</b>  <i>Nutrition Services (TA) – Face-to-Face</i>	Training will cover navigation, application and claim requirements in the new system ATLAS  	New and Participating Sponsors	Jan 22, 2016 (3 sessions) Jan 28, 2016 Feb 11, 2016 Mar 9, 2016 Mar 30, 2016 Apr 13, 2016 May 4, 2016 May 11, 2016  <a href="#">Regional Locations</a>

### SFSP Specialized Training and Technical Assistance

Training/Facilitator	Description	Audience	Dates/Month(s)
<b>Recordkeeping Requirements 101: Maintaining SFSP Records for Compliance</b>  <i>Nutrition Services (TA) – Face-to-Face</i>	Training will provide an overview of required records that must be maintained to support SFSP eligibility, creditable meal service, monthly claim submission and use of SFSP reimbursement.  	New and Participating Sponsors	May 11, 2016 June 23, 2016  Times to be determined  <a href="#">Regional Locations</a>
<b>Monitoring Requirements</b>  Nutrition Services (TA) - Webinar	Training is a review of monitoring requirements including procedures for monitoring meal counts, making/reporting meal adjustments, reporting complaints to vendors, evaluation of monitoring reports and addressing non-compliance assessed during the site visit and review.  	New and Participating Sponsors	April 7, 2016 May 26, 2016  Times to be determined
<b>Making the Most of Summer Meals</b>  <i>Nutrition Services (TA) – Face-to-Face</i>	Training is a review of the meal pattern requirements, menu planning, serving nutritious meals, sample recipes and nutrition education and enrichment.  	New and Participating Sponsors	Apr 21, 2016 May 19, 2016  Times to be determined
<b>SFSP Transition to CACFP Info Session</b>  Nutrition Services (TA) - Webinar	This info session is designed to discuss general CACFP requirements and Child Care Services (CCS) process for obtaining a license or exemption. This session will prove to be beneficial for those transitioning from the SFSP to CACFP.  	New and Participating Sponsors	August 11, 2016 September 15, 2016  Times to be determined

<b>SFSP Annual Budget Training</b>  Budget Analyst – <i>Face-to-Face</i>	Training will provide information on beginning the budget process, preparing/developing a budget, in addition to developing a system for maintaining budget-related records. Forms and policies will also be reviewed.  	New and Participating Sponsors	Feb 24, 2016 April 14, 2016 May 12, 2016  9:00 am – 12:00 pm
<b>Annual Procurement Training</b>  Procurement Compliance Officer – Face-to-Face	Procurement training will provide information on procurement regulations, requirements, and process. Institutions and sponsors will learn how to develop solicitations, and receive guidance on upcoming procurements  	New and Participating Sponsors	Feb 24, 2016 April 14, 2016 May 12, 2016  1:00 pm – 4:00 pm

*As of October 23, 2015*